



# **Monthly Training**

## **Coordinator Support Call**

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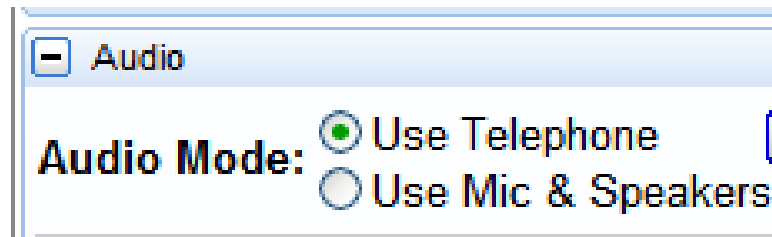
Department of State Civil Service

TWD Division

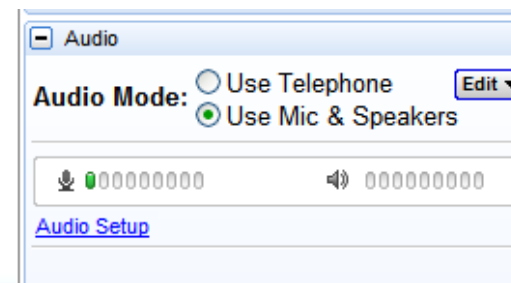
## Housekeeping

**All lines are muted at this time.**

- Using telephone? Enable telephone and enter your access code and pin when requested.



- Using mic and speakers? Check your audio levels on screen.



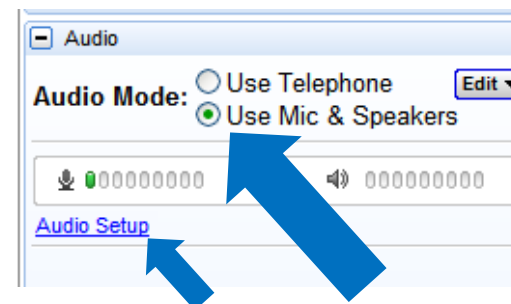
## User Call Tips

- Those of you using the telephone option for audio, make sure your audio pin is entered.
- Set your Audio Options to Telephone.
  - Open the Audio section to change



## User Call Tips

- Those of you using the microphone and speakers option for audio, check the audio levels to ensure you can be heard.
- Click Audio Setup to make changes.



## User Call Tips

- Raise your hand using the hand icon when you would like to speak.
- We will un-mute your line.



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Demonstrations

Questions

## Questions

### **REMINDER:**

You must have a microphone attached to your computer to use the speakers/mic option.

If you cannot use an audio option, type your questions into the Question box. **DO NOT RAISE YOUR HAND WHEN USING THIS OPTION.**



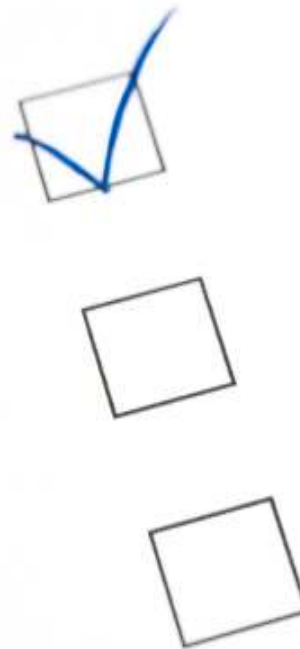
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## Overview

- Updates
- Course Offerings Updates
- Questions



## Updates

- OIS Help Tutorials
- LSO Training Coordinator Class – 4/7
- LSO Portal Reporting Class – 5/8
- PES Updates – new form, classes updated
- ILT schedule up through June
  - Conducting Productive Performance Reviews
  - Writing Performance Expectations
  - Clarifying Performance Expectations





## Updates

- ***New Minimum Training Requirements!***
  - Presentation of new requirements on 4/23/2014 from 1:30 to 3:30, Thomas Jefferson Room (136A-C) in Claiborne



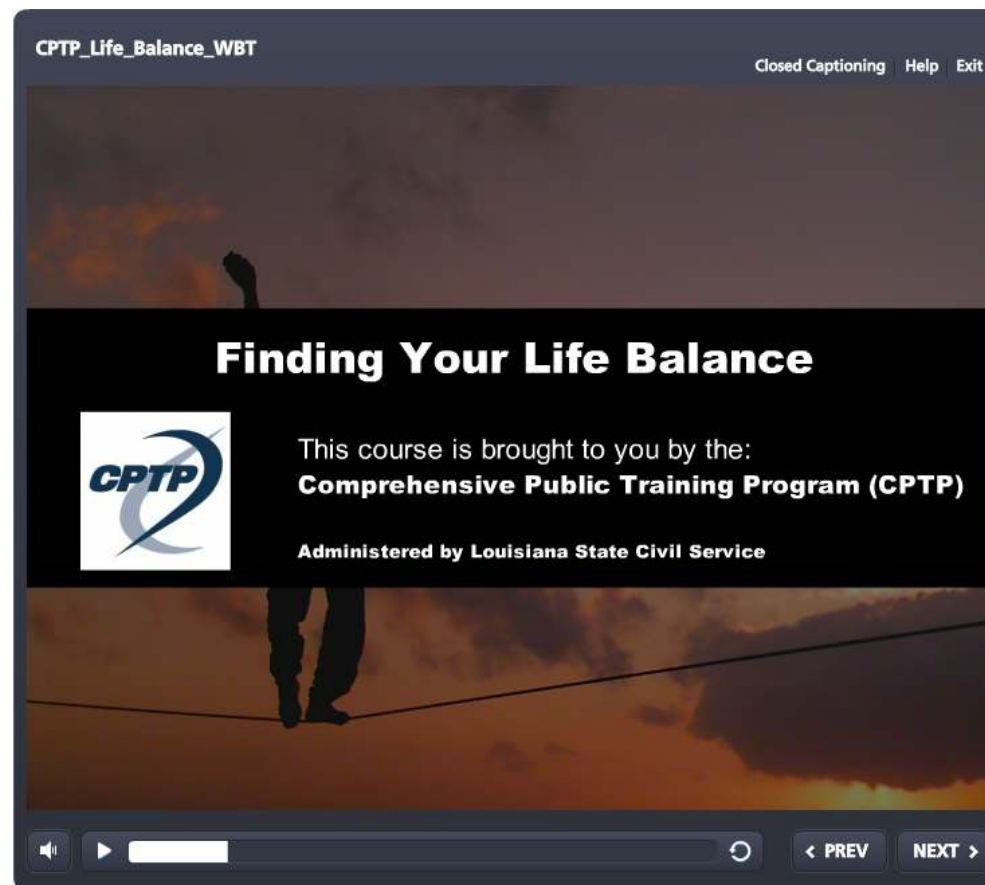
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## Featured Course


- Life Balance WBT



CPTP\_Life\_Balance\_WBT

Closed Captioning Help Exit

### Finding Your Life Balance



This course is brought to you by the:  
**Comprehensive Public Training Program (CPTP)**  
Administered by Louisiana State Civil Service

Video player controls: play, progress bar, volume, refresh, < PREVIOUS, NEXT >



- Stress Management WBT

CPTPStressManagement\_WBT

Resources Closed Captioning Help Exit

## Learning Outcomes

- Determine the sources of stress
- Identify the signs and symptoms of stress
- Recognize the health risks associated with stress
- Discuss the benefits of stress
- Manage your stress successfully

< PREV NEXT >

The screenshot shows a video player interface. At the top, the title 'CPTPStressManagement\_WBT' is displayed on the left, and navigation options 'Resources', 'Closed Captioning', 'Help', and 'Exit' are on the right. The main content area features a background image of a tropical beach with turquoise water and two white lounge chairs. Overlaid on this image is the heading 'Learning Outcomes' in large, bold, black text. Below the heading is a bulleted list of five learning outcomes. At the bottom of the player, there is a progress bar with a play button on the left, a refresh button in the center, and 'PREV' and 'NEXT' buttons on the right.



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## Questions

Contact CPTP if you have any questions:

**CPTPLSO.Coordinator@la.gov**  
**225-342-8539**

Check out the LSO project site for FAQ and copies of this presentation:

[http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/LSO\\_Forum.aspx](http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/LSO_Forum.aspx)



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## Conclusion

# Thank you!

Contact CPTP if you have any questions:

[CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov)

[Dana.LeBherz@la.gov](mailto:Dana.LeBherz@la.gov)

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[http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/LSO\\_Forum.aspx](http://www.civilservice.louisiana.gov/Divisions/Training/CurrentProjects/LSO_Forum.aspx)

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# Questions

Questions

Show Answered Questions

X	Question
<input type="checkbox"/>	ARe you planning on having any Sup
<input type="checkbox"/>	Group 1 Capstone Workshops in New Orleans?
<input type="checkbox"/>	We've had a lot of employees have concerns with the annual required training with the 12/31/9999 end date, to them that means their score doesn't expire.
<input type="checkbox"/>	Rosanna, let them know we need to have more classes if anyone is interested to let me know.
<input type="checkbox"/>	thanks!
<input type="checkbox"/>	Are we doing anything for these people who did not do their 2013 Ethics?
<input type="checkbox"/>	How soon could we expect to see Supervisory Group 2 and 3 courses to be converted to web-based?
<input type="checkbox"/>	How close are we in getting a course...Violence in the Workplace?



## Answers

- The 12/31/9999 date refers to a qualification which does not expire. But, notice that the quals for courses such as Ethics or Preventing Sexual Harassment are limited by year, ie PSH 2013. This means that the user must take the course associated with each year.
- CPTP unfortunately cannot help people who did not complete their Ethics Training requirements. We recommend contacting the Ethics Board directly.
- While we do not plan on entirely replacing Group 2 and Group 3 courses with web-based training, we are working on updated requirements that take advantage of both web-based and live-instruction formats. These new courses/requirements are under development, and will be announced at the appropriate time.

